

To: Applicants for NCLEX-RN Exam
Students of Non-traditional Nursing Programs

From: Nursing Commission
Department of Health
PO. Box 47864
Olympia, WA 98504-7864

Subject: External Degree Program Requirements

Date: July 2004

In compliance with Washington State requirements for students securing their nursing education from external degree programs, the following documents and forms must be completed and submitted to the above address to qualify to sit for the NCLEX-RN examination.

- 1) Copy of current Washington State LPN License
- 2) Written Agreement from **preceptor** (or the facility) and **you** (the candidate) that preceptor supervision will occur at an **acceptable clinical site** [see WAC 246-840-030(3)(b)(i) and (ii)]
- 3) Verification of preceptor qualifications: Washington State RN license, no disciplinary action
- 4) Completion of preceptor experience within 6 months of completion of approval of Non-traditional program. Please provide transcripts and dates.
- 5) Employer schedules documenting 200 hours of preceptorship. Schedules should be identified as to working hours of candidate.
- 6) Skills Checklist and Preceptor Evaluation completed by preceptor verifying satisfactory completion of the stated required elements. Send completed **original**. Experiences must include delegation and supervision, decision making and critical thinking, patient assessment as part of the nursing process, and evaluation of care. [See WAC 246-840-030(3)(b)(iii) and (c)]
- 7) Application for License by Examination
- 8) Applicable fees (\$65)

If you have any questions or need any other information, please contact us at (360) 236-4706.

Attachments:

- Application for RN license by exam
- Rule relating to Non-traditional Nursing Programs
- Skills Checklist and Preceptor Evaluation
- Example of Preceptor Agreement
- Preceptor Experience Guideline
- Selecting a Preceptor

Non-traditional Nursing Programs

WAC 246-840-030 Examination and licensure.

(1) Graduates from Washington state board approved schools of nursing holding a degree/diploma from such a school shall be eligible to write the examination provided all other requirements are met.

(2) Graduates from a nursing school approved by a board of nursing in another U.S. jurisdiction shall be eligible to take the examination provided that:

(a) The nursing school meets the minimum standards approved for state board school of nursing in Washington at the time of the applicant's graduation;

(b) Graduate has completed all institutional requirements for the degree/diploma in nursing education per attestation from the administrator of the approved nursing education program.

(c) All other requirements of the statute and regulations shall be met.

(3) **Graduate of a nontraditional school** of nursing which meet the requirements of subsection (2)(a), (b) and (c) of this section, are eligible to take the registered nurse examination provided that the following conditions are met: (for purposes of this section, nontraditional schools of nursing are defined as schools that have curricula which do not include a faculty supervised teaching/learning component in clinical settings.)

(a) The candidate is a licensed practice nurse in Washington state; and

(b) There is documentation of at least two hundred hours of supervised clinical experience (preceptorship) in the role of a registered nurse. The experience must be obtained within six (6) months of completing the approved nontraditional program. All theory courses must be completed prior to beginning preceptor experience. The required elements of a preceptorship are as follows:

(i) **Acceptable clinical sites** - Acceptable clinical sites include acute care or sub acute care setting or skilled nursing facilities. Other sites must be approved by the commission.

(ii) **Qualifications of preceptor** (instructor) – The preceptor must be a licensed registered nurse in Washington State with at least two years experience in a practice setting and have no history of disciplinary actions. The candidate must provide documentation that the preceptor meets these requirements when he/she applies for licensure and must also provide a written agreement between the candidate and the preceptor (or facility) that preceptorship supervision will occur.

(iii) **Experiences in the preceptorship** – Experiences must include delegation and supervision, decision making and critical thinking, patient assessment as part of he nursing process and evaluation of candidate's satisfactory completion of the identified skills. This checklist must be submitted with the candidate's application for licensure; and

(c) The candidates receives a satisfactory evaluation from their preceptor meeting commission requirements as previously identified ((b) (iii) of this subsection); and

(d) All other requirement of the nursing statute and regulations are met.

NAME:

Requirements for Regents Graduates:

- _____ Current LPN License
- _____ Facility agreement
- _____ Preceptor agreement
- _____ Schedule documenting 200 hours
- _____ Verification of preceptor credential
- _____ Evaluation of RN role
- _____ Regents transcript or certificate of completion

Selecting a Preceptor

For purposes of this experience a preceptor is defined as: A registered nurse who acts as a mentor or tutor for an individual who is seeking experience in the RN role. The definition infers a very close relationship in the clinical role. The preceptor needs to be available for advice, teaching, and critiquing of the preceptee performance.

It takes a special person to be a good preceptor. Because the preceptorship for the Regents' student must be in the role of a registered nurse, it is necessary that the individual be supervised one-on-one during the learning process. Close supervision will provide ample opportunity to offer guidance and teaching for the preceptee.

The minimum number of hours for the preceptorship is 200; however, it may be necessary to extend the experience in order to complete the objectives or to allow the preceptee to gain more confidence in the role of a registered nurse.

Required Qualifications

1. Must be licensed as a registered nurse in Washington State
2. Must have a minimum of two (2) years experience in a practice setting (acute care, sub acute care or skilled nursing facility).
3. No history of disciplinary actions.

Desired Qualifications

1. Viewed as a "good nurse" by employer and peers.
2. Participates in continuing education.
3. Maintains a good attendance record.
4. Has a sense of humor.
5. Shows compassion and patience towards others.
6. Has served as a preceptor previously and/or has completed a class on how to be an effective preceptor.

Preceptor Role

1. Complete a written Letter of Agreement between preceptor and preceptee.
2. Provide a copy of work schedule for individual being supervised (200 hours required).
3. Review learning objectives (goals of experience) with preceptee.
4. Provide daily feedback and evaluation to the preceptee.
5. Guide preceptee through critical thinking and problem solving situations.
6. Give preceptee responsibility as abilities expand.
7. When appropriate, refer staff members to the preceptee for direction, assistance, and/or consultation.
8. Provide an evaluation of the performance of the preceptee to the Nursing Commission on forms provided.

Caution

Be certain that the experience you will receive is in the Registered Nurse role. Emphasize this requirement with the facility and the preceptor. For the best learning experience, it is not advisable for the preceptor and preceptee to be close friends. In situations of supervision by friends, it is too difficult to be objective in providing feedback and completing an evaluation.

Preceptor Experience for External Degree Candidates Suggested Objectives

These objectives are provided to assist you in identifying experiences that you will need in order to complete the skills checklist that has been developed by the Nursing Commission. You may have additional objectives that you want to include and those should be shared with your preceptor so that appropriate experiences can be selected for you.

Nursing Process Skills:

Assessment

1. Perform and accurately document complete physical assessments of patients.
2. Accurately assess psychological and cognitive status of patients.
3. Utilize data from multiple sources to formulate nursing diagnoses or identify patient's needs.

Planning

1. Determine priorities and organize patient care based on assessments.
2. Provide rationale for nursing interventions.
3. Collaborate with patient and family in development of nursing care plan.
4. Conduct patient care conferences to assure input from other health care providers.

Intervention and Patient Teaching

1. Provide or assign patient care according to facility policy and with consideration for safety and standards established for competence.
2. State rationale to support appropriate assignments.
3. Provide patient education appropriate to patient's level of understanding, educational needs, and readiness for instruction.
4. Discuss patient's status and needs with the physician.
5. Initiate and complete discharge plans.

Evaluation

1. Evaluate outcomes of nursing interventions.
2. Revise nursing care plan appropriately, consulting with other health care providers as necessary.

Leadership Skills:

Delegation and Supervision

1. Assess education, credentials and competence of individuals to whom nursing tasks are to be delegated.

2. Provide appropriate instruction and demonstration to person to whom tasks are delegated.
3. Evaluate performance of individual completing delegated tasks.
4. Provide continuing supervision of patient care being provided by delegation.
5. Evaluate patient's status as an on-going responsibility.

Critical Thinking and Decision Making

1. Use data from a variety of sources to identify real or potential problems.
2. Identify possible solutions to identified problems
3. Select an appropriate solution and implement.
4. Evaluate results of implemented solution.

Letter of Agreement "Examples"

Draw up and complete a written agreement (Examples on this page) between the preceptor and the preceptee and between the facility administration and yourself. You must have approval from the facility where you will be obtaining your preceptor experience. Signed agreement(s) or similar contract(s) should be sent to the Nursing Commission with your application for licensure.

Preceptor Agreement

Effective _____, _____ has agreed to precept _____
(Date) (Preceptor's name) (Applicants Name)

In the role of Registered Nurse in the clinical environment at _____
(Name of Facility)

The preceptorship shall entail not less than 200 hours of supervised learning and implementation of the suggested objectives as outlined by the Washington State Nursing Commission. At the end of the preceptorship, the preceptor shall provide a written evaluation of the preceptee's performance using the forms provided by the Nursing Commission.

 Preceptors Signature

 Date

 Preceptee Signature

 Date

Facility Agreement

As _____ of _____, I _____ approve the
(Clinical Director or Other Title) (Name of Facility) (Name)
precepting of _____ by _____
(Name of Applicant) (Staff Preceptor)

It is understood that the preceptee shall be performing in the role of a Registered Nurse under the supervision and licensure of the preceptor named above for a period of not less than 200 hours. This facility is supportive of the external degree program and is looking forward to continue participation.

Director / Administrator Signature

Date

Preceptee Signature

Date

Skills Checklist and Preceptor Evaluation External Degree Program

Preceptee _____ Dates of Experience _____ through _____

Preceptor _____ Total Numbers of hours in experience _____

Day Phone for Preceptor _____ Category of Facility _____

Title/Position _____ Commission approved: yes no
(circle one)

Name of Facility

Address of Facility

Note: the minimum number of hours required is **200**. It may take some individuals a longer period of time to complete the experience at a satisfactory level.

Codes **S** = Satisfactory
 U = Unsatisfactory

Place a check (✓) in the appropriate column for each item. Make appropriate comments in the fourth column to provide examples of behaviors that support the satisfactory or unsatisfactory evaluation of all the numbered items. Safety of the patient is an over riding consideration throughout the experience.

Experience The preceptee is able to:		S	U	Describe specific examples of demonstrated competence or lack of success in the experience.
I.	Nursing Process:			
A.	Assessment: Collect data from a variety of sources in order to identify nursing diagnosis.			
B.	Planning: In collaboration with patient & family develop plan of care to include: nursing intervention, setting of priorities, needed services of other health care providers, and outcome criteria. State appropriate rationale for interventions.			

Experience The preceptee is able to:		S	U	Describe specific examples of demonstrated competence or lack of success in the experience.
C.	Intervention: Provide nursing interventions safely and competently according to plan and established priorities. 1. Administer medications safely. 2.Document care accurately			
D.	Evaluation: Evaluate effectiveness of nursing interventions. Revise plan as necessary.			
II	Patient Teaching			
A.	Identify educational needs of the patient and/or family			
B.	Develop a plan for teaching that will answer the need.			
C.	Use effective teaching methods for patient learning level.			
D.	Evaluate effectiveness of the teaching activity.			

III.	Delegation/Supervision			
A.	Make appropriate assignments after making an assessment of the abilities of the staff.			
B.	Provide instructions to auxiliary staff as necessary.			
C.	Supervise & evaluate performance of person to whom the tasks were delegated.			
IV.	Critical Thinking			
A.	Identify patient care problems.			
B.	Identify a number of possible solutions to the problems.			
C.	Select an approach to solve the problem and provide rationale for the selection.			

Experience The preceptee is able to:		S	U	Describe specific examples of demonstrated competence or lack of success in the experience.
D.	Evaluate the effectiveness of the selected solution and revise the approach if necessary.			
V.	Professionalism			
A.	Exhibit ethical standards that are compatible with the nursing profession.			

Summary evaluation of the preceptee's experience: (attach additional paper if necessary)

Signature of preceptor _____

Date _____

Please mail to: **Washington State Nursing Commission**
P.O. Box 4786
Olympia, WA 98504-7864